

## **ATAP New Invoicing Procedures for SF182s**

After the student receives the automatically generated email with the funded SF182 from USAASC Budget Office:

1. Student provide copies of SF 182s to the school
2. School must register in the Wide Area Work Flow (WAWF) to submit SF 182s to DFAS for payment as follows:
  - Register as a **vendor** in WAWF at <https://wawf.eb.mil/>
  - Use Vendor Customer Support Tab or call 801-605-7095 for assistance if needed
  - Sign into WAWF (after registered)
  - Go to “Create Misc Pay” tab

### **Screen 1:**

-Select “Non-Federal Entity: Contract Central Registry (CCR)-CAGE Code” if registered in the CCR **or** Select “Non Federal Entity: Non-CCR-Business (Employee Identification Number (EIN))” if not registered in the CCR

### **Screen 2:**

-Enter required field information:

- Pay Office DoDAAC is “HQ0302”
- Universities CAGE Code or EIN as appropriate
- Acceptor DoDAAC is “W8136G” (if requested)
- Account Installation Number (Fiscal Station Number) is “044008”

### **Screen 3:**

-Enter required field information:

- LPO DoDAAC, is “W8136G”
- Misc Pay type is “TRNG”

### **Screen 4:**

- Complete all tabs, create the document ( ), then submit the transaction ( )
- Voucher tab: Enter CLIN information ( ): quantity invoice, unit, unit price and description. Save CLIN ( ).
- Address Tab: Non-Federal Entity: CCR-CAGE Code: Verify address Information. Federal and Non-Federal/Non-CCR: Enter payee address information and bank account information
- Misc Info Tab: Attach SF 182 and invoice

**Note for Contract Number: Capture the WAWF generated contract number prior to submitting the invoice for payment. You will need this for the next step.**

This transaction is now recorded as “SUBMITTED” in WAWF